

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



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COMMISSIONER OF ADMINISTRATION

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UPDATED by OSUP Memorandum [#2020-14](#)

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2017-12

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Fair Labor Standards Act (FLSA) Changes – Final Rule on Overtime

On May 18, 2016, the U.S. Department of Labor published the Final Rule updating the overtime regulations, which will automatically extend overtime pay protections to millions of workers. The [Final Rule](#) updates the regulations for determining whether white collar (executive, administrative, and professional) salaried employees are exempt from the FLSA overtime protections.

The salary threshold will be raised from \$455.00/week (\$23,660 per year) to \$913.00/week (\$47,476 per year) effective December 1, 2016. There will also be an automatic salary level increase every three years beginning January 1, 2020. There will be no changes to the duties test.

There are approximately 2,800 FLSA exempt employees in LaGov HCM paid agencies who currently fall below the new salary threshold. Agencies are required to start identifying and researching impacted employees and change them, as applicable, from exempt to non-exempt effective November 21, 2016.

To assist agencies in identifying potential employees impacted by the FLSA changes, variant /FLSA 2016 has been created on ZP50 – Basic Pay Informational/Statistical Report. This variant will pull all exempt employees for the selected personnel area(s) whose annual salary is less than \$47,476.

To identify work schedules that may need to be changed, agencies should run ZT02 – Time Entry Audit Report for the employee(s) in the ZP50 report output and filter for work schedules that do not have forty hours in each week of the pay period. These particular work schedules will likely need to be changed to work schedules with forty regular hours in each week. In addition, most non-exempt employees should be on a forty hour per week evaluation schedule. Therefore, after researching work schedules agencies will then want to filter for working weeks that are not seven-day and review for accuracy.

For LaGov report questions and assistance with system changes, please contact the LaGov HCM Help Desk via [LaGov HCM web ticket](#). For any additional questions, contact a member of the OSUP Garnishment and Administration Unit at _DOA-OSUP-GARN@la.gov or (225) 342-5332. For FLSA specific information, refer to the U.S. Department of Labor's [website](#).

APH:KH/mfr